



County of Los Angeles
Department of Public Social Services

Bryce Yokomizo
Director

October 31, 2002

TO: Each Supervisor

7/10/03 [signature]

FROM: Bryce Yokomizo, Director

SUBJECT: QUARTERLY REPORT ON LINE VACANCIES

Consistent with your Board's instruction, I am reporting on line vacancies in the Department of Public Social Services (DPSS). A summary of Departmental allocations and vacancies for line staff classifications based on the location of DPSS' offices by Supervisorial District is attached.

DPSS' overall vacancy rate for first line eligibility, social work, and GAIN positions is 2.5 percent. The rate is reflective of our vacancies in relation to positions funded in the FY 2002-03 Adopted Budget. Due to inadequate funding, 868 Eligibility Worker positions were curtailed in the budget. Had funding permitted, the Department would have allocated 6,558 Eligibility Workers to handle caseloads instead of the current 5,404. The vacancy rate is, therefore, not reflective of staffing in relation to caseload justified need.

With our report this quarter, I would also like to advise you about our plans to balance eligibility staff in our line offices and to transfer a number of our Greater Avenues for Independence (GAIN) staff to In-Home Supportive Services (IHSS).

Individual district eligibility allocations, which were recently updated based on our most current available caseload data, reflect staffing imbalances in a significant number of our line offices. We are currently working to balance eligibility staff among districts by transferring employees from districts with staffing in excess of their allocation to districts with vacancies.

In addition, we have requested approval from the Chief Administrative Office to fill 200 Eligibility Worker vacancies. The phased process to balance staffing will entail voluntary transfers of Eligibility Workers and Supervisors, followed by involuntary transfers and then

Each Supervisor
October 31, 2002
Page 2

hiring. Both voluntary and involuntary transfers will be based upon seniority, with consideration for the needs of our districts for bilingual staff.

Due to dramatically reduced Medi-Cal funding, the most significant staffing overages exist in our Medi-Cal Operations Division. Staff from this division currently provide services to a total of 436 non-DPSS sites, e.g., private hospitals, health clinics, school campuses, etc. As I advised your staff on October 9th, we project that with reduced staffing we will only be able to sustain 248 non-DPSS sites. We are in the process of notifying the health provider and advocate community, as well as the Healthcare Association of Southern California (HASC). HASC is under contract with private hospitals and serves as an intermediary working with DPSS to obtain EWs for assignment to private hospital.

Since we have individual agreements with each site, we will also provide each site with advance notice that we will no longer be providing them with on-site eligibility staff. Depending on the individual site, we will provide them with between two weeks to 30 days advance notice. We are also developing plans to mitigate the loss of on-site EWs by providing the site with the address of nearby DPSS offices, providing them with mail-in applications, etc.

As you know, our FY 2002-03 budget included funding for 76 GAIN Services Workers and 13 GAIN Services Supervisors to provide case management services to the non-English/non-Spanish speaking GAIN population. Consistent with the approval of your Board to continue the contracted Refugee/Immigrant Training and Employment (RITE) program administered by the Department of Community and Senior Services, we also plan to transition 89 GAIN Services Workers and Supervisors from GAIN to fill budgeted vacancies in IHSS in order to maximize available IHSS funding.

As instructed by your Board, DPSS will continue to submit quarterly reports on line vacancies.

BY:os

Attachment

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisors

DEPARTMENT OF PUBLIC SOCIAL SERVICES

ALLOCATIONS VS. VACANCIES BY SUPERVISORIAL DISTRICT

October 17, 2002

	Eligibility Workers	GAIN Services Workers	Social Workers	TOTAL
<u>1st District</u>				
Allocation	2,419	459	209	3,087
Encumbrance	2,443	524	187	3,154
Vacancy	24	65	-22	67
Ratio	1.0%	14.2%	-10.5%	2.2%
<u>2nd District</u>				
Allocation	1,502	323	151	1,976
Encumbrance	1,315	342	137	1,794
Vacancy	-187	19	-14	-182
Ratio	-12.5%	5.9%	-9.3%	-9.2%
<u>3rd District</u>				
Allocation	444	14	128	586
Encumbrance	421	15	113	549
Vacancy	-23	1	-15	-37
Ratio	-5.2%	7.1%	-11.7%	-6.3%
<u>4th District</u>				
Allocation	148	0	0	148
Encumbrance	139	0	0	139
Vacancy	-9	0	0	-9
Ratio	-6.1%	0.0%	0.0%	-6.1%
<u>5th District</u>				
Allocation	891	27	215	1,133
Encumbrance	890	30	204	1,124
Vacancy	-1	3	-11	-9
Ratio	-0.1%	11.1%	-5.1%	-0.8%
TOTAL				
Allocation	5,404	823	703	6,930
Encumbrance	5,208	911	641	6,760
Vacancy	-196	88	-62	-170
Ratio	-3.6%	10.7%	-8.8%	-2.5%

1. Encumbrances are currently filled positions.

2. A negative ratio reflects vacancies. A positive ratio reflects overages.